

COPY

[REDACTED]

25X1

1 December 1959

MEMORANDUM FOR:

SUBJECT: Retirement of Eligible Personnel

REFERENCE:

[REDACTED]

25X1

1. I have now completed my review of your response to referenced memorandum. There is attached the list of potential retirees assigned to your component on which is indicated the result of the review.

2. I request that you or your deputy arrange for an early interview with those persons now in Headquarters where a decision has been made to postpone retirement for a time. This interview should stress the details of the proposed Agency Notice, an advance copy of which is also attached on a restricted basis, and the fact that you and I would like to avail ourselves of their continued service for the stated period. During this interview I would like for you and the individual to come to an agreement on the date of retirement. Thereafter I shall expect the agreement to be fulfilled unless you obtain my concurrence in an extension for cogent reasons. Please bear in mind that the Director's policy contemplates helping people who face retirement to make their plans in a purposeful way, and to this end the Agency Retirement Board will stand ready to give counsel and advice and to deal with the problem of retirement in a dignified, equitable and humane way.

3. For those persons whom we feel should retire as early as possible, the Director of Personnel has designated the Executive Secretary of the Agency Retirement Board, [REDACTED] Wing 1500, Curie Hall, as the individual responsible for conducting personal counselling interviews. Please, therefore, give this group of persons in your component notice that a new Agency retirement policy is to be announced. Invite them to read the advance copy of the Agency Notice and then to call [REDACTED] for a personal interview. If the individual not slated for retention indicates to [REDACTED] that he is not prepared to retire within the following eighteen months, he will be invited to discuss the subject with one of the Board members. The Board will then review his case and render a decision as to the length of time the individual will be expected to remain in Agency employment.

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4. You are requested to give notice of the above, in whatever fashion you deem most appropriate, to those potential retirees who are not now stationed in Headquarters.

5. It is desired that all required notices be given by 5 January 1960, the date upon which it is anticipated the Agency Notice will be issued.

/s/

RICHARD M. BISELL, JR.
Deputy Director
(Plans)

2 Attachments:

List of potential retirees

Advance Copy of Agency Notice on
Retirement Board